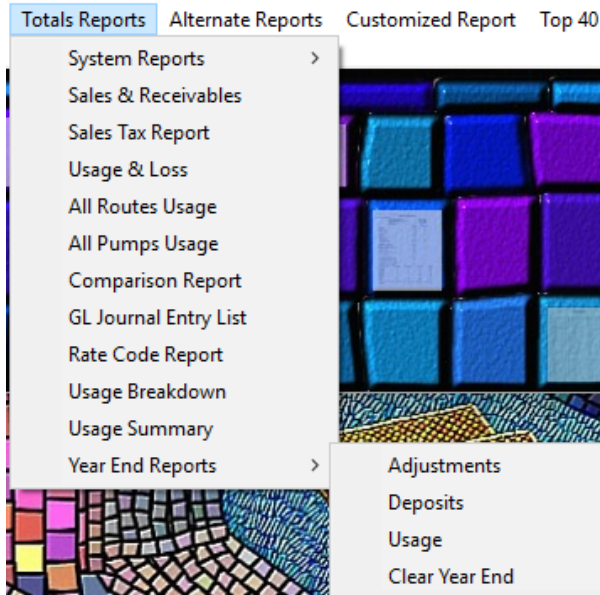# Year End

Year end reports and processing (clear year end) can be found under totals reports. It is designed to be done in the FIRST MONTH of your Fiscal Year. So if your Fiscal Year End is December, you should run your year end reports and clear year end sometime in January (before you run end of month processing for January). If your Fiscal Year End is September, you should run your year end reports and clear year end sometime in October.

It is important that you make sure that the reports are accurate before clearing year end. When you click on clear year end, it will ask "Would you like to zero the customer year to date charges?" Answer "yes" to the question. Do not clear year to date totals more than once.

For additional information about year end processing, open the RVS Mosaics program and click on Help…Help Topics. Look for Fiscal Year End in the help menu contents, or go to the index and search for year end processing.